

COMMONWEALTH OF KENTUCKY
Cabinet for Families and Children
Department for Community Based Services

TO: All IV-D Agents
Staff
Division of Child Support
Division of Service Regions
Child Support Section

CSHTL No. 3

FROM: Dietra Paris
Commissioner

DP/SPV

DATE: September 1, 2002

SUBJECT: Revised Lists of DJJ Benefits Specialists and FC Children's Benefits Workers
Obsoleted Area Office Directory

Obsoleted State Tax Pre-Offset Letter (Form CS-123) and Procedural
Instructions

The contact person for a child committed to out-of-home care is either a Benefits Specialist in the Department of Juvenile Justice (DJJ) or a Foster Care (FC) Children's Benefits Worker in the Department of Community Based Services. The lists of these workers have been updated and are to be filed in the Appendix of the Kentucky Child Support Handbook.

The Area Office Directory is being removed from the Appendix of the Prosecutors' Handbook and the Operations' Manual because updated information about child support area offices is distributed electronically each month by the Director's Office in the Division of Child Support. This electronic listing is called *Kentucky Division of Service Regions – Child Support Offices*.

The CS-123 is being obsoleted because it no longer is used by the Intercept Projects Section. The Advance Notice of Intent to Collect Past-Due Support (Form CS-122) is used to notify obligors that their names will be submitted to the Kentucky Revenue Cabinet for the collection of past-due support through state income tax refund intercept. The CS-122 is used to notify obligors of other enforcement remedies, in addition to state income tax refund intercept.

THIS TRANSMITTAL LETTER IS TO BE SAVED AND FILED FOR FUTURE REFERENCE AS IT EXPLAINS CHANGES THAT HAVE BEEN MADE TO THE HANDBOOKS/MANUALS.

The Prosecutors' Handbook, Operations' Manual, Manual of Forms, and Kentucky Child Support Handbook are to be updated as shown below and on page two.

Instructions for Prosecutors' Handbook Maintenance

Remove from the Appendix

Insert

Area Office Directory, Pages 1 – 5
(10/1/97)